



## **Job Description**

### **Phase Leader (KS1, Lower KS2 or Upper KS2)**

**Responsible to:** Headteacher and Deputy Headteacher.

The duties of teachers are spelled out in the Teachers' Pay and Conditions Document. The list that follows reflects the needs and concerns of the school at present. As these change so will the activities and there will be regular reviews of this job description and amendments from time to time.

#### **The Role**

In addition to those classroom responsibilities that are common to all classroom teachers in the school the Phase Leaders overriding responsibility will focus on raising the standards of teaching and learning in their phase. The leader will be a member of the school's leadership team and take full part in the decision making and effective running of the school.

The Leader must be a strong classroom practitioner with a minimum of three years teaching experience.

#### **Specific Responsibilities**

##### **Phase Leader**

Key objectives will be to exercise his/her professional skills and judgment to:

- Lead, manage and develop the curriculum delivered to all pupils in their phase.
- Lead, develop and enhance practice of all colleagues working with pupils in their phase.

##### **The Leader will undertake the following additional responsibilities:**

- Using data effectively to make informed choices about the curriculum
- Liaising with the Leadership Team team to ensure curricular continuity and progression
- Liaison with external agencies
- Monitoring the quality of teaching and learning, resourcing and administration
- Interacting on a professional level with colleagues, establishing and maintaining good working relationships to promote development and effective delivery of the curriculum and maximise children's achievement
- Working alongside the Assessment Leader to record and evaluate children's progress as well as monitoring individual children's progress and planning for their future needs
- Organising meetings and playing a key role in organising INSET for staff



- Assisting in the development and implementation of school policies and management systems, including the School Improvement Plan
- Undertaking other duties which may be reasonably assigned by the Head of School to ensure the smooth running of the school.

### **PERSON SPECIFICATION**

	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> <li>• Degree and qualified Teacher Status</li> <li>• Evidence of continuous INSET and commitment to further professional development</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• At least three years' class teaching experience.</li> <li>• Some experience of successfully leading others.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the role of parents/carers in improving attainment and experience of working directly with parents/carers</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Ability to interpret and analyse attainment data to identify learning needs and set targets</li> <li>• Ability to recognise high quality practice and to model this for others</li> <li>• Ability to keep pupils safe, including child protection and forming and maintaining appropriate relationships</li> <li>• Ability to create and maintain a safe, happy, stimulating and well-organised classroom and phase</li> <li>• Ability to plan and deliver lessons to meet the needs of all learners across all areas of their development</li> <li>• Ability to maintain high standards of behaviour and excellent discipline using positive strategies</li> <li>• Ability to lead other adults as well as work collaboratively as part of a team</li> <li>• Ability to train, support and challenge others when necessary</li> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Excellent ICT skills</li> <li>• Knowledge and understanding of assessment for learning</li> <li>• Knowledge of primary teaching and learning styles</li> <li>• Understanding of how to differentiate teaching</li> </ul>	



Personal qualities	<ul style="list-style-type: none"><li>• Passionate about education and particularly determined to improve outcomes for all children</li><li>• Calm, friendly and approachable</li><li>• Hardworking, upbeat and energetic</li><li>• Flexible and responsive to change</li><li>• Self-motivated and able to work efficiently and effectively with minimum supervision</li><li>• Excellent organisational skills</li><li>• Willingness to give and receive positive criticism</li><li>• Commitment to equality of opportunity</li><li>• Confident</li><li>• Able to use initiative and find solutions</li><li>• Resilient and robust</li><li>• A sense of humour</li></ul>	
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